

Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

CLOSING DATE EXTENDED

| | | | |
|------------------------------|--|----------------------------|--|
| Opening Date: | June 7, 2011 | Closing Date: | July 12, 2011 |
| Job Title: | Program Manager | Position Type: | Regular Full Time |
| PIN: | 000403 | FLSA Status: | Exempt |
| Location: | Court of Appeals - Professionalism Commission Annapolis, Maryland | Grade/Entry Salary: | J15 \$50,143 - \$60,096 (Depending on Qualifications) |
| Financial Disclosure: | Yes | | |

Regular State employees subject to promotion/demotion policy

Essential Functions: Serves as Program Manager for the Commission on Professionalism, which is responsible for programs such as the Mentor/Mentee program and professionalism courses required by the Court of Appeals for new lawyers. Receives and reviews applications from prospective mentors and mentees. Matches mentors and mentees by geographical and practice areas. Organizes events to support participants and monitors compliance. Assists in preparing for conferences and seminars attended by a total of 1,500 participants. Preparation includes, but is not limited to: contacting and scheduling faculty for presentations; securing venue; supervising the development and implementation of all logistical details and assisting with producing materials. Acts a liaison to the Judicial Institute and the Advance Science and Technology Adjudication Resource Center (ASTAR) program and works closely with the Executive Director of the Judicial Institute on issues regarding credentialing, programs, logistics and other assignments. Provides day to day administrative and paralegal support to include managing the Judge's office, maintaining the Judge's calendar and making travel arrangements. Generates correspondence, conducts legal research and develops and implements office procedures, databases and electronic files. Coordinates and manages interns and the flow of bench memos. Performs all other duties assigned.

Education: Bachelor's degree from an accredited college or university.

Experience: Five years of progressively responsible administrative experience to include project or program management, in the field of adult learning programs. Substantial experience in organizing conferences and event planning.

Preferred: Legal training or paralegal experience performing legal research preferred. Proficiency in the use of learning management systems in the delivery of educational services.

Note: Submit three letters of reference with application or individually to the address below, prior to the closing date.

Skills/Abilities: Knowledge of court systems and legal terminology. Knowledge of office practices and procedures. Knowledge of event logistics planning. Knowledge of project or program management principles. Skill in the use of Lexis Nexis. Skill in multitasking and organizing various high priority matters. Good problem solving skills and ability to deal with confidential information, in order to determine appropriate response to queries or appropriate means of dealing with issues or situations. Ability to work independently, without daily instruction or supervision. Ability to maintain composure and confidence in stressful situations. Ability to adapt to changes and incorporate into current work environment. Ability to understand and carry out complex oral and written instructions. Ability to use a PC and software packages to produce documents, presentations and spreadsheets. Ability to communicate effectively through speaking and writing. Ability to plan events, i.e. meeting, conferences, seminars. Ability to build rapport and maintain professional working relationships with staff, vendors and subject matter experts. Ability to express facts and ideas in a convincing manner. Ability to lift and/or carry packages and materials up to 20 lbs. Ability to sit, stand, walk or bend for varied periods of time. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary Employment application (unsigned applications will not be accepted) and/or resume and cover letter stating position title, PIN and location. Materials must be received in the office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Robert C. Murphy Courts of Appeal Building
361 Rowe Boulevard
Annapolis, Maryland 21401
Attn: Hon. Lynne A. Battaglia
Email: evelyn.lombardo@mdcourts.gov

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.